

**MEMORANDUM  
OF CALL**

Previous editions usable

TO:

☐ YOU WERE CALLED BY  ☐ YOU WERE VISITED BY—

OF (Organization)


☐ PLEASE PHONE  ☐ FTS ☐ AUTOVON

☐ WILL CALL AGAIN ☐ IS WAITING TO SEE YOU

☐ RETURNED YOUR CALL ☐ WISHES AN APPOINTMENT

MESSAGE

We received a copy of the attached Tuesday. I have already sent a copy to each Office Director, MS/DDA; SSA/DDA; and CMS/DDA.

  
Debbie used the same DDA # as the copy we received on Tuesday.

RECEIVED

TIME

63-110 NSN

FORM 63 (Rev. 8-81)  
GSA

85-2520/8

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

William J. Casey  
Director of Central Intelligence

EXTENSION

NO.

DATE

SEP 24 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. *10/* Deputy Director for  
Administration  
7D-24, Headquarters

26-9

*WJC**copy forwarded  
to each officer  
director: MS/DDA;  
SSA/DDA and DDA/KMS.*

2.

3.

4.

5.

6.

*DDA REG.*

7.

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9.

10.

11.

12.

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14.

15.

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ADMINISTRATIVE-INTERNAL USE ONLY

SEP 24 1985

MEMORANDUM FOR: Deputy Director for Administration  
Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Chairman, E Career Service  
Director, Intelligence Community Staff

FROM: Director of Central Intelligence

SUBJECT: Support of the 1985-86 Combined Federal Campaign (CFC)

1. For last year's Combined Federal Campaign (CFC) we achieved our set goal of \$361,000. This year's CFC Chairman is Secretary Dole, of the United States Department of Transportation, and I have joined her in setting this year's CFC goal at 9.6% above last year's achievement, which, for this Agency, translates to \$396,000. This is an achievable goal but does require our full support.

2. Approximately 60% of our employees did not participate in last year's achievement effort. I believe there are two main reasons they did not participate: first, they did not understand the CFC program; and, secondly, they were not personally invited to participate. The key to overcoming these shortcomings rests with the Keyworkers. They must be individually confident, properly trained, and fully supported by their supervisors at all levels. I sense that in years past junior secretaries have carried the brunt of the load and that they have not been fully supported by their supervisors in either obtaining the necessary training or in their efforts in talking to the employees about CFC. I ask that this not be the case this year. CFC and our own Educational Aid Fund and Public Service Aid Society deserve full support.

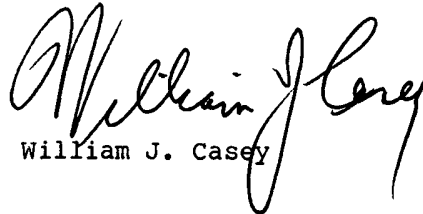
3. Your directorates have already been asked by the Office of Personnel to provide a primary and alternate chairperson and office keypersons to work in this year's campaign. They have been invited to attend a CFC kickoff rally to be held downtown on 24 September and our own rally on 2 October. I ask that you ensure their being able to attend these events.

ADMINISTRATIVE-INTERNAL USE ONLY

ADMINISTRATIVE-INTERNAL USE ONLY

SUBJECT: Support of the 1985-86 Combined Federal Campaign (CFC)

4. I expect your personal involvement in this year's campaign and ask that you send a memorandum to each person in your directorate encouraging their participation. You should also meet with your chairpersons and office keypersons to give them much needed support. Lastly, I encourage your involvement by making your own financial contribution and encouraging your office heads to do the same.

  
William J. Casey

DD/A REGISTRY

FILE: 20-1

MEMORANDUM FOR: Director of Communications  
 Director of Finance  
 Director of Information Services  
 Director of Information Technology  
 Director of Logistics  
 Director of Medical Services  
 Director of Personnel  
 Director of Security  
 Director of Training and Education

FROM:

[REDACTED]  
 DA/Vice-Chairperson - 1986 Combined Federal Campaign

SUBJECT:

Office Key Persons - Combined Federal Campaign

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1. The Directorate of Administration (DA) has been requested to identify "key persons" for the 1985-1986 Consolidated Fund Campaign (CFC). Guidelines have been suggested that, where possible, a key person's responsibility should be limited to no more than 25 employees. Because the CFC drive is of a short duration and smaller numbers are more manageable, these duties should not place too great a burden on any one employee serving as a key person.

2. In view of the above, request you submit your key person nominations on the attached forms. Since time is limited please telephone [REDACTED] or myself on extension [REDACTED] with the names of the key persons nominated within your offices and subsequently forward the completed form(s) to me no later than 24 September 1985. Forms and/or questions should be addressed to the DA/Plans Staff, 7D18 Hqs, Attention: Terry or Steve.

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3. In addition to identifying key persons, please inform the nominees that they should plan on attending the Agency CFC kick-off rally in the Auditorium, currently scheduled for 2 October 1985. I will notify them of specific details later. Thank you for your cooperation in supporting this important Agency project.

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Attachment

ORIG: DDA/MS [REDACTED]

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## Distribution:

- Original - Addressee w/atts
- 1 - DDA Subject w/atts
- 1 - DDA Chrono w/o atts
- 1 - DDA/MS Subject w/atts
- 1 - DDA/MS Chrono w/o atts